

## ***CARE Daily Processing:***



**Figure 1: Cashier receipts money/hours**



**Figure 2: Receipt transactions are written to a journal in CARE.**



**Figure 3: Accountant Ends Journal to begin Cash Count processing**



**Figure 4: Cashiers perform their cash counts**



**Figure 5: Verifiers count and verify the cash counts are correct. If not, reject and have cashier re-do cash count.**



**Figure 6: Accountant Cuts Off Journal. CARE displays what the calculated deposit amounts should be. The deposit transactions update to the journal. No more transactions can be added to this journal. Depositor takes deposits to the bank.**

## CARE Daily Processing – Screens:

1. Cashiers collect/enter receipts into CARE during the day.

The screenshot shows the 'Receipt Entry' screen in the CARE Main Application. The interface includes a navigation bar with links like Home, FindCase, Case, Party, Incident, Assess, Petition, Calendar, Minutes, Acctg, Order Fulfill, Victim, CaseLoad, Service Admin, Email, Profile, Help, and Logout. The main content area is divided into several sections:

- Find Miscellaneous Fees:** Includes fields for Case # (500005), Name (Choose Midori Link), Finance Journal #, Total Misc / Pet Fees (440.13), Trust w/o Case, Cashier District Office (Salt Lake City), Non-Case Misc., and Cashier ID (Morrison).
- Issued Hand Receipt:** A checkbox option.
- Monetary Payments Tender Options:** Includes a Payor dropdown (Paid by Case), buttons for View/Edit and Add New, and a checkbox for Payment Received By Mail.
- Cash:** Amount 0.00.
- Check:** Amount 50.00, Number 1234, Type Personal Check.
- Check:** Amount 0.00, Number, Type Personal Check.
- Card:** Amount 0.00, Number, Type VISA, Exp (mm/yy).
- Total:** 50.00.
- Hours Worked:** Includes RWF Vendor Assignment, RWF Hours (0), Regular Hours (0), RWF Non-Vendor Supervised, RWF Hours Due (489), and Regular Hours Due (210.00). Buttons for Apply to Order Accts / Holding, Apply to Other Fees, and Cancel are present.

At the bottom, there is a case summary: Case # 500005 - Chival M Under - Nov 23, 1990 - SHOCAP, and the user name Craig Morrison.

2. At the end of the day, Accountant performs 'End Journal'.

The screenshot shows the 'End Journal' screen in the CARE Main Application. The interface includes the same navigation bar as the previous screen. The main content area is divided into several sections:

- Find:** Includes a District Office dropdown (Salt Lake City).
- Finance Journal #:** .00000001.
- Journal Date:** 03-13-2006.
- End Journal:** A button to perform the end journal action.
- Cashiers Assigned:** A field for assigning cashiers.

At the bottom, there is a case summary: Case # 500005 - Chival M Under - Nov 23, 1990 - SHOCAP, and the user name Craig Morrison.

3. Cashiers begin cash counts, remaining assigned to the journal until cash count has been verified.  
Note: Journal cannot be cutoff (closed) until all cash counts have been performed.

CARE - Main Application - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://juvenile.courts.gov/site/CARE.jsp

Home FindCase Case Party Incident Access Petition Calendar Minutes Acctg Order Fulfill Victim CaseLoad Service Admin Email Profile Help Logout

Find Journals / Journal Transactions / **Cash Counts** / Find Cash Count / Manage Journals

Find District Office:

Finance Journal #	Cashier ID	Cash Count Sequence #	Cash Count Status
J20060031	CMorrison	01	TO BE COMPLETED

CARE UPDATES  
Current Week  
Previous Week

Case # 500005 - **Ches M Unab** - Nov 23, 1990 - **SHO CAP**

Craig Morrison

Cash Count - Microsoft Internet Explorer

Close

Finance Journal # J20060031 Cashier ID CMorrison Password \*\*\*\*\* Submit For Approval ☐ Supervisor Performed

Coin		Currency		Checks			Credit Cards	
				Check #	Check Type	Check Amt \$	Card Amt \$	
Pennies	<input type="text" value="0"/> = 0.00	\$1	<input type="text" value="0"/> = 0.00	1234	Personal Check	50.00		
Nickels	<input type="text" value="0"/> = 0.00	\$2	<input type="text" value="0"/> = 0.00		Personal Check			
Dimes	<input type="text" value="0"/> = 0.00	\$5	<input type="text" value="0"/> = 0.00		Personal Check			
Quarters	<input type="text" value="0"/> = 0.00	\$10	<input type="text" value="0"/> = 0.00		Personal Check			
Half Dollars	<input type="text" value="0"/> = 0.00	\$20	<input type="text" value="0"/> = 0.00		Personal Check			
Dollar Coins	<input type="text" value="0"/> = 0.00	\$50	<input type="text" value="0"/> = 0.00		Personal Check			
		\$100	<input type="text" value="0"/> = 0.00					
						Add	Add	
Change Fund		Coin	Currency	Checks	Cards	Count Total		
0.00		0.00	0.00	50.00	0.00	50.00		
Cash Total (less Change Fund)				Checks	Cards	Total Receipts		
0.00				50.00	0.00	50.00		

Cash Count - Microsoft Internet Explorer

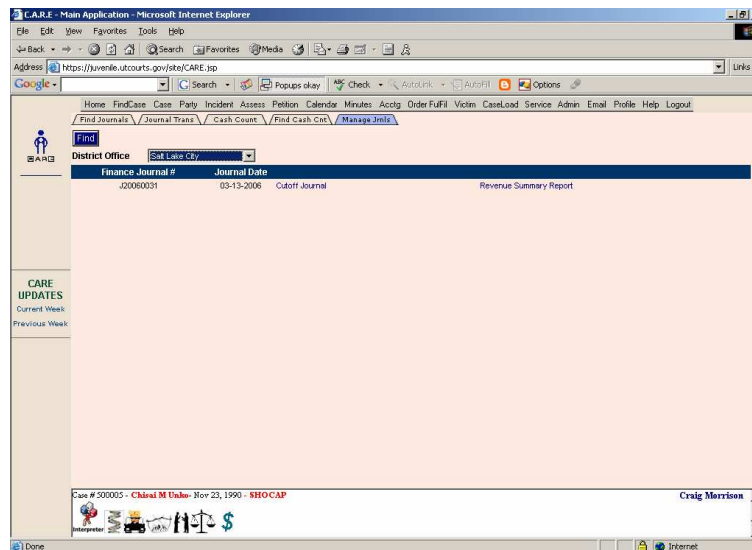
Close

The cash count has been saved successfully and is ready for approval.

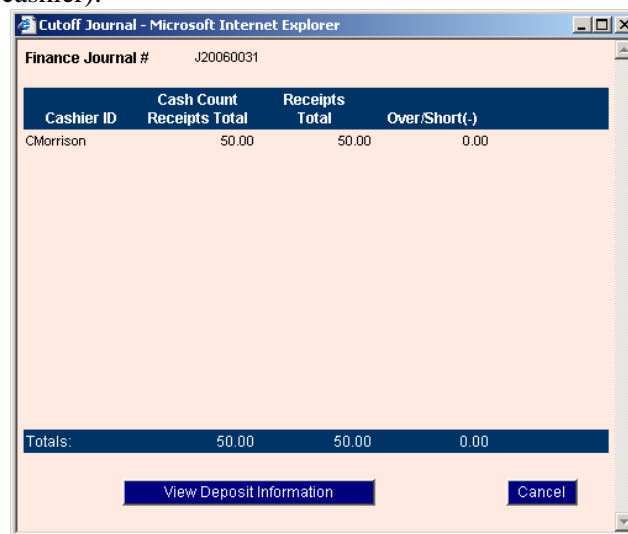
Finance Journal # J20060031 Cashier ID CMorrison Verifier ID CMorrison Password \*\*\*\*\* Approved By Verifier Rejected By Verifier ☐ Supervisor Performed Cash Count Report

Coin		Currency		Checks			Credit Cards	
				Check #	Check Type	Check Amt \$	Card Amt \$	
Pennies	0 = 0.00	\$1	0 = 0.00	1234	Personal Check	50.00		
Nickels	0 = 0.00	\$2	0 = 0.00					
Dimes	0 = 0.00	\$5	0 = 0.00					
Quarters	0 = 0.00	\$10	0 = 0.00					
Half Dollars	0 = 0.00	\$20	0 = 0.00					
Dollar Coins	0 = 0.00	\$50	0 = 0.00					
		\$100	0 = 0.00					
Change Fund		Coin	Currency	Checks	Cards	Count Total		
0.00		0.00	0.00	50.00	0.00	50.00		
Cash Total (less Change Fund)				Checks	Cards	Total Receipts		
0.00				50.00	0.00	50.00		

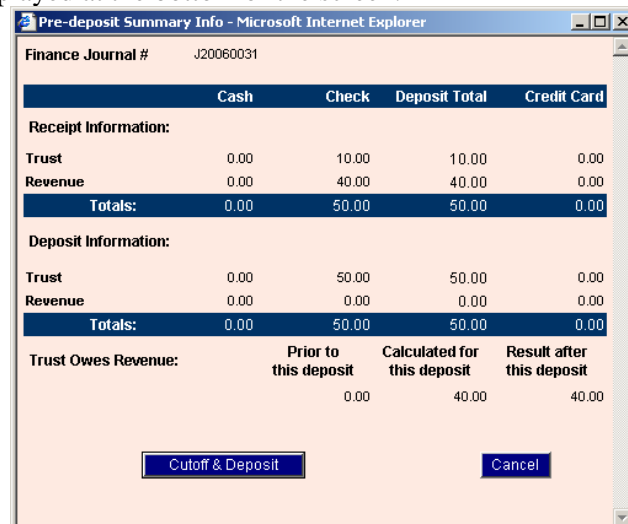
- Once verified (Note: cash count can be rejected, re-opening the cash count to be re-done if in error), cashier is auto assigned to a new journal (or the next un-ended existing journal) when receipting is resumed.
- Accountant performs 'Cutoff Journal'.



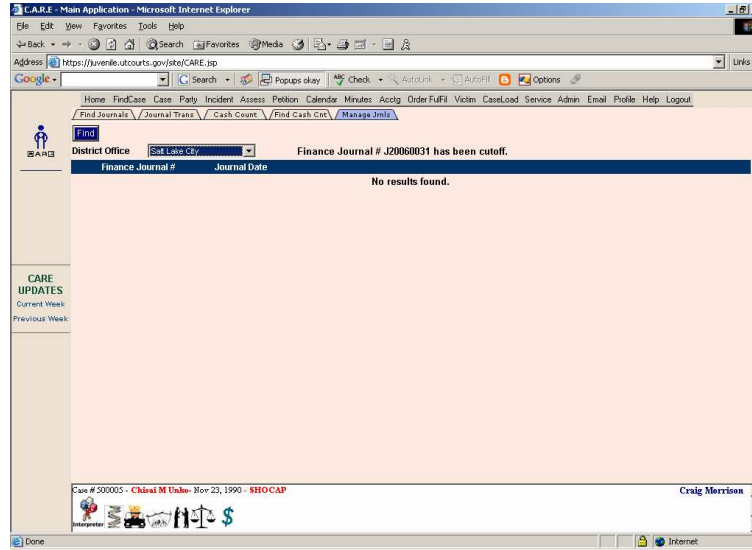
- a. This process includes any over/short processing (Cash Count totals by cashier are compared by CARE to receipts by cashier).



- b. Once over/short adjustments bring the cashiers in balance, 'View Deposit Information' is clicked.
- c. A Pre-Deposit Information screen is displayed that shows the user Cash, Checks, and Credit Cards split by Trust and Revenue as receipted. CARE also calculates and displays how the deposit should be made to resolve any Trust owes Revenue or Revenue owes Trust. The change in Trust owes Revenue/Revenue owes Trust is displayed at the bottom of the screen.



- d. The accountant clicks 'Cutoff & Deposit'. This formally closes the journal so that no additional transactions can be made to it. CARE creates deposit transactions that update the bank accounts, accounts payables, revenue actual accounts, etc.



### ***Definitions:***

- Cash Count** This is the process of counting out and verifying the funds received. There can be multiple cash counts for a cashier (generally used if a large amount has been receipted in order to get the money out of the cash drawer).
- End Journal:** This will stop any new cashiers from being assigned to the journal. It is the first step of the daily cutoff process.
- Cashiers who are already assigned and still receipting will remain assigned until they perform the cash count process. If they then start receipting again, they will be assigned to the next journal.
- Cutoff Journal:** This in effect closes or stops any remaining activity to the journal and creates the deposit transactions for the journal. All cash counts must be done before this can be completed. CARE displays to the authorized user what the cashier counted out and what the cashier receipted. If there is a difference, it is either over or short. Over/short transactions are done at this point of the daily process.
- Reversals:** Reversals are done to reverse receipt transactions. CARE handles the reversals dependent on whether the transaction being reversed is in a prior journal that is cutoff or in the current journal.
- Reversals in the **current** journal have the transactions simply reversed since the deposit transactions have not yet been created.
- Reversals in **prior** journals only reverse the piece of the original transaction selected (example, the receipt had both cash and check and the check, but not the cash is being reversed) and have to take into account the bank accounts deposited to in addition to the original receipt transaction as well as the reason code for the reversal (i.e. will it be re-receipted; NSF from revenue bank account, NSF from trust bank account) in correctly reversing all pieces of the original transaction (s). Users need to make sure to use the correct reversal reason so that CARE handles the reversal properly. Improper use can cause over/short situations or incorrect Trust owes Revenue calculations.
- Note: Currently, based on system design specifications, there is no functionality to allow a reversal to be reversed.

### ***Over/Short Causes***

1. There is a true over/short in the cash drawer. This is caused by giving back too much or too little change. Example: Payee doesn't want to keep the 3 pennies in change, so the clerk keeps it in the cash drawer.
2. Cash Count is done incorrectly. Verifier verifies that an incorrect cash count is in fact correct. Examples: check number is input in the check amount field; credit card amounts are not included on the cash count; number of dollar bills is put in the 5 dollar field; etc.
3. A receipt is reversed from a previous journal using the will not re-receipt reason, but the money is indeed re-receipted.
4. Cashier enters userid and password, then clicks approve before entering any amounts. Verifier does the same. This results in the CARE calculating all receipted amounts as an overage in the deposit. Since overages go into the Revenue bank account, CARE will create a Trust owes Revenue situation for all amounts receipted to Trust.

### ***Repercussions:***

1. CARE will try to keep the Trust amounts in balance with what was receipted. Adjustments on the deposit will happen to the Revenue side to handle the over/short. This may result in adjustments to Trust owes Revenue, depending on what was receipted.
2. Revenue Summary reports may end up with over/shorts that didn't actually exist.
3. Deposit amounts in CARE may not truly reflect what should have been deposited to Revenue.
4. Attempts to deposit the correct amounts result in Trust Bank reconciliation issues since what CARE thinks should have been deposited wasn't what was actually deposited. This also causes the Current Month Net Transfer amount to be incorrect for the CARE online reconciliation, causing out of balance online reconciliations.

### ***Solutions/Potential Enhancements:***

1. First and foremost, the Cash Count process needs to be handled correctly. The verifier should be checking to make sure the amounts entered by the cashier are, in fact, correct. If they are not (check number in amount for example), the verifier should reject the cash count which will then require the cashier to re do the cash count.
2. As an enhancement, the online Cash Count screen could be modified to validate a zero cash count is incorrect on approval and verification. This would not be an option if there are amounts entered, just not correctly.
3. As an enhancement, an approved role could 'unverify' the cash count, prior to the deposit being marked complete, so the verifier could reject it and have it redone. There are potential audit issues with this. We would probably need to also create a new transaction (type non-monetary) to track the 'unverify'.